



U.S. Customs & Border Protection  
Office of Information and Technology  
Passenger Systems Program Directorate

# NCIC Queries Step Action Guide

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## NCIC Queries

(b) (7)(E)

The NCIC data bank is managed by the FBI and found in TECS. It serves as a nationwide index of documented criminal justice information as it relates to:

- Crimes
- Criminals of nationwide interest
- Locator for missing and unidentified persons

The NCIC System makes centralized crime data immediately available to the criminal justice community. The success of the system depends upon the extent to which patrol officers, investigators, judges, prosecutors, corrections officers, and other criminal justice agency officials intelligently use it in day-to-day operations. This guide presents information and steps for completing the following NCIC queries in TECS:

- Person Query
- Article Query
- Boat Query
- Gun Query
- Securities Query
- Unidentified Person Query
- Vehicle Query
- Other Query

The last section of this guide presents options for reviewing NCIC query messages.

### NCIC Tips

- (b) (7)(E) for a more efficient search.
- (b) (7)(E)
- Required fields are (b) (7)(E)
- The **Image Indicator (IND)** checkbox is the default for queries with images.



## NCIC Person Query

The NCIC Person query is (b) (7)(E) selected in the (b) (7)(E) menu and searches NCIC for various record types such as:

(b) (7)(E)

It is important to note that all fields (b) (7)(E) are mandatory and must be completed in order to successfully run the query.

### NCIC Person Query

Step	Action
1.	From the (b) (7)(E), select: (b) (7)(E)
<b>TECS TIPS</b>	(b) (7)(E)
2.	From the (b) (7)(E) Main Menu, select (b) (7)(E)
3.	Select <b>Person Query</b> from the (b) (7)(E) menu.
4.	Select (b) (7)(E)
<b>TECS TIP</b>	(b) (7)(E)



Step	Action
5.	(b) (7)(E)
6.	Complete the required fields and (b) (7)(E) in the screen messages.
<b>TECS TIPS</b>	<ul style="list-style-type: none"><li>• The <b>Image Indicator (IND)</b> is the default. When checked, all images attached to this search display.</li><li>• (b) (7)(E)</li><li>• (b) (7)(E)</li><li>• (b) (7)(E)</li><li>• (b) (7)(E)</li><li>• (b) (7)(E)</li></ul>
7.	Select (b) (7)(E)
8.	Select (b) (7)(E) (b) (7)(E) to view your search results on the (b) (7)(E) screen.



## Query NCIC records from a TECS Records Query

When performing a TECS Records query, you can (b) (7)(E) provided that the associated fields for NCIC queries are completed.

### To Query NCIC records from a TECS Records Query

Step	Action
1.	From the (b) (7)(E) select: (b) (7)(E) The selected (b) (7)(E) displays.
2.	Enter the (b) (7)(E) by entering information into one or more available fields.
3.	To query (b) (7)(E) enter data in one or more of the provided fields.
<b>TECS TIPS</b>	For (b) (7)(E) : (b) (7)(E) For other NCIC queries from TECS Records: (b) (7)(E) Refer to the online screen (b) (7)(E) and field (b) (7)(E) elp, or the TECS Records Step Action Guides for more specific information.
4.	(b) (7)(E) (b) (7)(E)
5.	Select (b) (7)(E)
6.	Select (b) (7)(E) to view the responses. The responses display in (b) (7)(E).



## NCIC Article Query

The Article Properties query in TECS searches NCIC for:

- Lost articles
- Stolen articles

The system retrieves all NCIC records that match your criteria. All fields (b) (7)(E) (b) (7)(E) are mandatory and must be complete to successfully run the query.

### NCIC Article Query

Step	Action
1.	From the (b) (7)(E), select: (b) (7)(E)
TECS TIPS	(b) (7)(E)
2.	From the (b) (7)(E) Main Menu, select (b) (7)(E)
3.	Select <b>Article Query (QA)</b> from the (b) (7)(E) menu.
4.	Select (b) (7)(E)
TECS TIP	(b) (7)(E)
5.	Complete the required fields and (b) (7)(E) in the screen messages.
TECS TIPS	<ul style="list-style-type: none"><li>• The <b>Image Indicator (IND)</b> is the default. When checked, all images attached to this search display.</li><li>• (b) (7)(E) (b) (7)(E)</li></ul>
6.	Select (b) (7)(E)
7.	Select (b) (7)(E) (b) (7)(E) (b) (7)(E) to view your search results on the (b) (7)(E) screen.



## NCIC Boat Query

Boat Query searches NCIC for lost or stolen boats, boat parts or trailers. It is important to note that all fields (b) (7)(E) are mandatory and must be completed in order to successfully run the query.

### NCIC Boat Query

Step	Action
1.	From the (b) (7)(E), select: (b) (7)(E)
TECS TIPS	(b) (7)(E)
2.	From the (b) (7)(E) Main Menu, select (b) (7)(E)
3.	Select <b>Boat Query (QB)</b> from the (b) (7)(E) menu.
4.	Select (b) (7)(E)
TECS TIP	(b) (7)(E)
5.	Complete the required fields and (b) (7)(E) in the screen messages.
TECS TIPS	<ul style="list-style-type: none"><li>The <b>Image Indicator (IND)</b> is the default. When checked, all images attached to this search display.</li><li>(b) (7)(E) (b) (7)(E)</li></ul>
6.	Select (b) (7)(E)
7.	Select (b) (7)(E) (b) (7)(E) to view your search results on the (b) (7)(E) screen.



## NCIC Gun Query

Gun Properties searches NCIC for lost, missing, stolen or recovered:

(b) (7)(E)

It is important to note that all fields (b) (7)(E) are mandatory and must be completed in order to successfully run the query.

### NCIC Gun Query

Step	Action
1.	From the (b) (7)(E), select: (b) (7)(E)
<b>TECS TIP</b>	(b) (7)(E)
2.	From the (b) (7)(E) Main Menu, select (b) (7)(E)
3.	Select <b>Gun Query (QG)</b> from the (b) (7)(E) menu.
4.	Select (b) (7)(E)
<b>TECS TIP</b>	(b) (7)(E)
5.	Complete the required fields and (b) (7)(E) in the screen messages.
<b>TECS TIPS</b>	<ul style="list-style-type: none"><li>The <b>Image Indicator (IND)</b> is the default. When checked, all images attached to this search display.</li><li>(b) (7)(E) (b) (7)(E)</li></ul>
6.	Select (b) (7)(E)
7.	Select (b) (7)(E) to view your search results on the (b) (7)(E) screen.



## NCIC Securities Query

NCIC Securities Queries search NCIC for stolen, embezzled, counterfeited or securities (currency) used for ransom. (b) (7)(E)

It is important to note that all fields (b) (7)(E) are mandatory and must be completed in order to successfully run the query.

### NCIC Securities Query

Step	Action
1.	From the (b) (7)(E) select: (b) (7)(E)
TECS TIP	(b) (7)(E)
2.	From the (b) (7)(E) Main Menu, select (b) (7)(E)
3.	Select <b>Securities Query (QS)</b> from the (b) (7)(E) menu.
4.	Select (b) (7)(E)
TECS TIP	(b) (7)(E)
5.	Complete the required fields and (b) (7)(E) in the screen messages.
TECS TIP	(b) (7)(E) (b) (7)(E)
6.	Select (b) (7)(E)
7.	Select (b) (7)(E) (b) (7)(E) to view your search results on the (b) (7)(E) screen.



## NCIC Unidentified Person Query

Use the Unidentified Person Query to identify persons, both living and deceased, based on (b) (7)(E) Unidentified Person (b) (7)(E) Query searches NCIC for:

- Deceased persons whose identity cannot be determined. This includes (b) (7)(E) (b) (7)(E)
- Living victim if unable to determine identity. This may require consent if they are able to give it.
- Catastrophe victim for whom identity cannot be determined, (b) (7)(E) (b) (7)(E)

The system retrieves all NCIC records that match your criteria. It is important to note that all fields (b) (7)(E) are mandatory and must be completed in order to successfully run the query.

### NCIC Unidentified Person Query

Step	Action
1.	From the (b) (7)(E), select: (b) (7)(E)
TECS TIP	(b) (7)(E)
2.	From the (b) (7)(E) Main Menu, select <b>NCIC Query</b> .
3.	Select <b>Unidentified Person Query (QU)</b> from the (b) (7)(E) (b) (7)(E) menu.
4.	Select (b) (7)(E)
TECS TIP	(b) (7)(E)
5.	Complete the required fields and (b) (7)(E) in the screen messages.
TECS TIPS	The <b>Image Indicator (IND)</b> is the default. When checked, all images attached to this search display.



Step	Action
	(b) (7)(E) (b) (7)(E)
6.	Select (b) (7)(E)
7.	Select (b) (7)(E) (b) (7)(E) to view your search results on the (b) (7)(E) screen.



## NCIC Vehicle Query

The Vehicle query searches NCIC for:

(b) (7)(E)

The system retrieves all NCIC records that match your criteria. It is important to note that all fields (b) (7)(E) are mandatory and must be completed in order to successfully run the query.

### NCIC Vehicle Query

Step	Action
1.	From the (b) (7)(E) select: (b) (7)(E)
TECS TIPS	(b) (7)(E)
2.	From the (b) (7)(E) Main Menu, select (b) (7)(E)
3.	Select <b>Vehicle Query (QV)</b> from the (b) (7)(E) menu.
4.	Select (b) (7)(E)
TECS TIPS	(b) (7)(E)
5.	Complete the required fields and (b) (7)(E) in the screen messages.
TECS TIPS	<ul style="list-style-type: none"><li>The <b>Image Indicator (IND)</b> is the default. When checked, all images attached to this search display.</li><li>(b) (7)(E) (b) (7)(E)</li></ul>
6.	Select (b) (7)(E)



Step	Action
7.	Select (b) (7)(E) to view your search results on the (b) (7)(E) screen.



## NCIC Other Query

Use the Other Query when the inquiry you need to make does not fit under any of the query types listed, or you know the message key used for the query. This query has (b) (7)(E) (b) (7)(E) All fields (b) (7)(E) are mandatory and must be completed in order to successfully run the query.

### NCIC Other Query

Step	Action
1.	From the (b) (7)(E), select: <b>(b) (7)(E)</b>
2.	From the (b) (7)(E) Queries Main Menu, select (b) (7)(E)
3.	Select <b>Other Query</b> (Free-Form) from the (b) (7)(E) menu.
4.	Select (b) (7)(E)
5.	Enter the required fields (b) (7)(E)
<b>TECS TIPS</b>	(b) (7)(E) Refer to the online help proper formatting and the NCIC Manual for the codes.



## Review Message Details Options

There are multiple ways to review your query results (message details). Below are options for how to review the query message details in TECS.

### From the Query Screen

Option 1	
Step	Action
1.	Once you have selected (b) (7)(E) select (b) (7)(E) to view your search results on the (b) (7)(E) screen.
2.	On the (b) (7)(E) screen, in the (b) (7)(E) select the message to expand and view the message details.
Option 2	
Step	Action
1.	Select (b) (7)(E) (b) (7)(E) screen.
TECS TIP	(b) (7)(E) (b) (7)(E)
2.	On the (b) (7)(E) screen, in the (b) (7)(E) select the message to expand and view the message details.

### From the (b) (7)(E) Main Menu Screen

Step	Action
1.	From the Main Menu select the message response, in the (b) (7)(E) (b) (7)(E) section. The (b) (7)(E) screen displays.
2.	On the (b) (7)(E) screen, in the (b) (7)(E) select the message to expand and view the message details.
TECS TIPS	<ul style="list-style-type: none"><li>(b) (7)(E) (b) (7)(E) (b) (7)(E)</li><li>(b) (7)(E)</li></ul>
3.	To return to the (b) (7)(E) screen to run a new query, select the (b) (7)(E) (b) (7)(E) of the screen.



### To view images that are a part of the NCIC Record

Step	Action
1.	When an image is available, (b) (7)(E) the response message. Select the (b) (7)(E) to display the photo with the message details.
2.	Select (b) (7)(E) to view an enlarged image and links to the other images. <ul style="list-style-type: none"><li>Photos are available in all NCIC queries (b) (7)(E)</li></ul> Select the links to view the other images.

### Retrieving Acknowledged Messages

Step	Action
1.	From the (b) (7)(E) select: (b) (7)(E)
2.	Select (b) (7)(E) in the Main Menu section.
3.	Select (b) (7)(E) from the (b) (7)(E) menu in the (b) (7)(E)
4.	Select (b) (7)(E)
5.	Select the (b) (7)(E) in the (b) (7)(E)

For additional assistance in navigating through TECS press the (b) (7)(E) key on your keyboard for a detailed description of your screen. Navigate your mouse to a specific field, button, checkbox, etc. and press the (b) (7)(E) key on your keyboard for specific field level information.



## Exercises and Answer Key

These exercises are to be conducted in (b) (7)(E) using the instructions provided above. The results that display for the following exercises depend on your TECS (b) (7)(E) Access Level; please use the Answer Key as a guideline rather than exact results.

### Exercises

#### Exercise 1

Run a (b) (7)(E) and search for:

(b) (7)(E)

Learning Objectives:

- How to run a query by entering information in (b) (7)(E)
- How to navigate (b) (7)(E)
- How to review (b) (7)(E) messages

(b) (7)(E)

#### Exercise 2

Query (b) (7)(E) from the (b) (7)(E)

(b) (7)(E)

Learning Objectives:

- How to run a query by entering information in the (b) (7)(E)
- How to read the results

(b) (7)(E)

#### Exercise 3

(b) (7)(E)

Learning Objectives:

- How to run a query looking for related hits
- How to read the results of each hit



(b) (7)(E)

#### Exercise 4

Query a NCIC Record (b) (7)(E)

(b) (7)(E)

Learning Objectives:

- How to run a TECS query and return NCIC records

(b) (7)(E)

#### Exercise 5

Modifying a previously run NCIC Record (b) (7)(E)

(b) (7)(E)

Learning Objectives:

- How to modify a previously entered query

(b) (7)(E)



## Answer Key

### Exercise 1

Run a (b) (7)(E) and search for:

(b) (7)(E)

### Exercise 2

Query (b) (7)(E) from the (b) (7)(E)

(b) (7)(E)

### Exercise 3

(b) (7)(E)

### Exercise 4

Query a NCIC Record (b) (7)(E)

(b) (7)(E)



## Exercise 5

Modifying a previously run NCIC Record (b) (7)(E)

(b) (7)(E)

(b) (7)(E)